



**Policy:** 2010  
**Chapter:** Human Resources  
**Rule:** Drug Free Workplace

**Effective:** 03/06/06  
**Replaces:** 2010  
**Dated:** 06/01/99

A.R.S.  
§§41-2804, 39-101 et seq, 41 –  
770, 38 – 532, 23 – 493, 13-3401

A.C.A. Standard  
3-JTS-1C-17,25.

A.A.C  
R2-5-105, R2-5-501,  
R2-5-803

The Arizona Department of Juvenile Corrections (ADJC) seeks to provide employees with a substance free work environment since alcoholism and drug abuse have an adverse effect on job performance.

It is the responsibility of all employees to maintain a substance free work environment in order to maintain satisfactory job performance. Any employee who arrives at work impaired by alcohol, controlled substances, or drugs (or ingests alcohol, controlled substances or drugs while at work) shall be subject to disciplinary action.

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Michael D. Branham, Director

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#### Procedure and Form Index:

Procedure	Title
2010.01	Substance Abuse Testing
Form	Title
2010.01A	Pre-employment Drug Test Consent and Release of Liability
2010.01B	Employee Test Notification Order
2010.01C	Drug-Free Work Place Acknowledgement
2010.01D	Mandatory Guidelines for the Drug Testing Program

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#### Definitions:

1. **Adulterated Specimen** - A specimen that has been altered or a substitute provided by the candidate or employee to be submitted as a specimen to be drug tested, and may include the use of a masking agent to prevent the detection of drug use in the testing sample.
2. **Alcohol** - Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol and may include any medication that contains alcohol.
3. **Breath Alcohol Technician** - A contract person certified by the Department of Transportation to operate and read a breath analyzer or similar testing machine utilized to perform a breath alcohol test.
4. **Chain-Of-Custody** - A process used to account for the integrity of each urine specimen by tracking the handling and storage from point of collection to the final disposition.
5. **Candidate** – A person whose knowledge, skills, and abilities (KSAs) meet the requirements of

a position and who may be considered for employment. For the purpose of this policy, a current department employee who applied and was offered and accepted a position within the department is not subject to a Pre-Employment drug test.

6. **Chain-Of-Custody For Breath Alcohol Testing** - Breath alcohol determination that is printed on the breath testing instrument after testing is completed.
7. **Collection Site** - An area within an institution designated for the collection of urine specimens, a medical facility, doctor's office or hospital authorized by the Department to collect a urine specimen for analysis to detect the presence of drugs. Collection sites shall be contracted through the drug testing laboratory contractor.
8. **Collection Site Person** - A person employed by a collection agency or site, who may travel to different Department facilities, to assist and instruct individuals directed to provide a urine specimen. The collection site person is trained to receive and make the initial examination of urine specimens, to include the proper packaging and sealing of the specimen in front of the employee.
9. **Controlled Substance** - For the purpose of this Department Order the definition is the same as defined in A.R.S. 13-3401.
10. **Cut-Off Level** - A DHHS/SAMHSA established concentration level, usually in nanograms per milliliter (ng/mL), used to determine whether a specimen is positive or negative for the drug or drug class.
11. **Dangerous Drugs** - For the purpose of this Department Order the definition is the same as defined in A.R.S. 13-3401.
12. **Drug Free Workplace Program Administrator** - An employee assigned to the Human Resources who administers and coordinates activities of the Drug- Free Workplace Program.
13. **Employee** - For the purpose of this Department Order employee refers to all full and part time employees, volunteers, interns, and religious services providers who contract with the Department.
14. **Evidential Breath-Testing Devices** - Department of Transportation approved equipment utilized by the Breath Alcohol Technician to detect and determine the concentration of alcohol.
15. **Medical Review Officer** - A certified, licensed physician who reviews laboratory positive drug test results. This officer has knowledge of substance abuse disorders and medical training to interpret and evaluate an individual's positive test result to include the medical history and any other relevant biomedical information.
16. **Nanogram** - A unit of measurement in the detection of most drugs of abuse. Drug concentrations are expressed in nanograms per milliliter (ng/mL) of urine.
17. **Narcotic Drug** - For the purpose of this Department Order the definition is the same as defined in A.R.S. 13-3401.
18. **Negative Drug Test Result** - Test results that conclude that the drug(s) and metabolite(s) tested for are either absent or below the cut-off levels.
19. **Observed Collection** - The collection of a urine specimen performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration or

misidentification.

20. **Positive Drug Test Result** - Test results which conclude that, both the initial and confirmation test, drug(s) and metabolite(s), tested for are at or above the cut-off level(s).
21. **Post Offer Drug Test** - A urine drug test taken by the candidate as a condition of employment,
22. **Reasonable Suspicion** - Specific, objective facts and reasonable inferences drawn from those facts, that suggest that an employee is using or has used drugs or alcohol and there are reasonable grounds for suspecting that a search will provide evidence of work-related drug/alcohol use. Reasonable suspicion may include but is not limited to: Physical appearance, deterioration of work performance, excessive absences, poor judgment, carelessness and erratic behavior, accidents, smell of marijuana or alcohol, behavior, speech and/or body odor.
23. **Split Specimens** - The specimen is divided into two collection bottles in the presence of the candidate or employee and collection site person. Thirty milliliters in specimen bottle A and approximately fifteen milliliters in specimen bottle B. One collection bottle remains sealed and analyzed only if the candidate or employee requests retest by an independent SAMSHA/DHHA Certified laboratory.
24. **Verified Drug Test Results** - A positive test result verified by the Medical Review Officer as containing evidence of one or more targeted drugs for which, in their opinion, there is no legitimate medical explanation.